


King County
**Department of Permitting
and Environmental Review**

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www.kingcounty.gov

Boundary Line Adjustment Procedures following the Approval Process

For alternate formats, call 206-296-6600.

Boundary Line Adjustment Procedures following the Approval Process

The Department of Permitting and Environmental Review sends a copy of the approved Boundary Line Adjustment to the King County Assessor's Office. The Assessor will review and sign the Boundary Line Adjustment prior to recording at the King County Recorder's Office. The Assessor will adjust the boundary lines for tax purposes, if all of the lots are under the same ownership. If lots are under separate ownerships, the lines will not be moved until land transfer documentation is received by the Assessor's Office.

To record land transfer documentation (deeds, mortgages, etc.), the following steps should be taken:

1. Have the legal descriptions of the area that you are gaining and/or losing and of the newly configured lots prepared by a professional (licensed surveyor or real estate attorney).
2. Record the land transfer documents (deeds, mortgages, etc.) at the King County Recorder's Office. Include the file number of the approved Boundary Line Adjustment in Box Number 4 or legal description section of the Excise Tax Form. Verify with the Recorder's Office the correct amount of excise tax needed to be paid at the time of deed recording. To contact the Recorder's Office:

King County Recorder's Office
King County Administration Building
500 Fourth Avenue, Room 311
Seattle, WA 98104
Phone: 206-296-1585, or customer service 206-296-1570
Web site: www.metrokc.gov/recelec/records.

3. Submit copies of the recorded land transfer documents to the King County Assessor's Office Abstract Division. To contact the Assessor's Office:

King County Department of Assessments
King County Administration Building
500 Fourth Avenue, Room 708 (7th floor)
Seattle, WA 98104
Phone: 206-296-7300 or 206-296-5140
Web site: www.kingcounty.gov/assessor

4. If you are currently selling one of the lots involved in the adjustment, provide the closing agent with a copy of the recorded Boundary Line Adjustment and copies of the recorded land transfer documents.

Check out the Permitting Web site at www.kingcounty.gov/permits